

CONFIDENTIAL

Weekly Report for Week Ending 14 July 1959 from FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 30 actions requiring the printing of 373,800 copies or sets of blank forms.
- (2) Six new and one revised form approved.
- (3) Two forms were obsoleted.

b. Intangible

- (1) Disapproved ES 59-497 to construct Dispatch sets with perforated carbons so that after typing the carbons could be removed from the set leaving it undisturbed. The suggester felt this would preclude the need to pull staples to get the chrono copy detached from the set. Increased cost exceeded any potential benefits. 25X1

2. Assignments

a. Active

- (1) Twenty new and 15 revised forms.
- (2) Teletype Dissemination Information Reports and Systems 25X1

Our proposals of some months ago that TD format be revised to conform in principle to the "Common Format" has been accepted with some minor changes. Forms are being redrafted and finally coordinated in detail.
- (3) Revision of Dispatch Forms 25X1
- (4) Improved Management of Stocked Forms 25X1

In conjunction with of the Stock Cataloging Branch completed a project on the indices (Numerical Forms). By the addition of one of the letters U, D, and V the indices will reflect whether a form stock may be used, is to be obsoleted or there is no previous edition, respectively. 25X1
- (5) Uniform Information Report 25X1

See attached report dated 14 July 1959 made today to the Committee on Documentation, USIB. The report was accepted in principle by CODIB and will be incorporated into the Committee's first annual report.

CONFIDENTIAL

CONFIDENTIAL

(6) New Building Project [redacted]

25X1

(a) Completed Records Control Schedule on the records created at the project security office. Submitted the schedule to the Disposition Branch for approval and incorporation in the Office of Security Schedule.

(b) Developed two report forms for the Site Security Office which will consolidate and replace five reports that are presently being used.

(7) Agency Multi-Purpose Envelope [redacted]

25X1

(8) Expediting Printing of Information Reports [redacted]

25X1

(9) Improvement in Quality of Information Reports Production.
(Rice)

25X1

[redacted] DD/P has advised us that our publication "Improving the quality of your Information Report Masters" first presented at a meeting of the Reports Officers of DD/P a few weeks ago is now being incorporated in [redacted] Memorandum for much wider dissemination.

25X1

(10) Two employee suggestions.

b. Inactive

(1) Elimination of Transmittal Dispatches for Personnel-type Data [redacted]

25X1

3. News

25X1

(a) I briefed [redacted] DD/P on all phases of Records Management. He is the newly appointed assistant to [redacted]. Our new flannel board was used in this briefing.

25X1

25X1

CONFIDENTIAL